

2011 ABVS RVSO Annual Report Form

(Example Only)

Deadline for submission to ABVS: November 1, 2011

Include only information for the Recognized Veterinary Specialty Organization (RVSO) – use the separate RVS form for each recognized veterinary specialty (RVS). If the RVSO has no RVSs, please only complete this form.

(NOTE: The form in this appendix is an example only. AVMA staff will update the dates listed on this form each year and send electronic copies of the updated form to all ABVS representatives no later than September 1.)

All information reported may be made available to other RVSOs.

Name of RVSO:

The 'reporting year' for the ABVS annual report ends on the date on which the final decision on the examination results for that year is made.

End date for 'reporting year':

Specialties

1. Does your RVSO have recognized veterinary specialties (RVS)? **YES** **NO**
2. If YES, has/have your RVS(s) completed the RVS annual report and has the completed RVS form been reviewed by the RVSO? **YES** **NO**

Comments:

Questions 1-9: Does your RVSO meet the following ABVS requirements?

ABVS requirements are in italics, with ABVS Policies and Procedures (P&P) citations in parentheses.

If you answer **NO** to any of these questions or if the relevant RVSO Constitution, By-Laws or policies and procedures documents have been changed substantively since your last Annual Report was submitted, please comment and include previous and newly accepted wording of relevant documents.

P&P citations are from the Guidelines for Establishment, Recognition, and Supervision of Veterinary Specialty Organizations (www.avma.org/education/abvs/abvs_policies_II.asp) unless stated otherwise.

1. **Relevance of Training or Experience Requirements**

The RVSVO ensures that all training or experience requirements and all prerequisites for examination serve the purpose of assessing the competency of the candidate (B, 5). Experience requirements must be clearly defined, relevant to the objectives of the specialty, and amenable to evaluation (B, 7).

Were your current procedures regarding training and experience requirements reviewed during the most recent ABVS five year review or more recently, and has the RVSVO received confirmation from ABVS that there are no issues raised during ABVS review that are unresolved?

YES/NO

Comments:

2. **Training Routes**

The RVSVO establishes approved routes through education, training, and experience to qualify candidates for examination (B, 6), provides a description of approved qualifying routes, within and outside of standard residency or degree programs, to qualify candidates for examination in a timely manner; (D, 6, E), and does not require any period that involves merely a passage of time (waiting period) between successful completion of formal training and eligibility to sit for examination (B, 6).

Were your current procedures regarding training routes reviewed during the most recent ABVS five year review or more recently, and has the RVSVO received confirmation from ABVS that there are no issues raised during ABVS review that are unresolved?

YES/NO

Comments:

3. **Content Review and Examination Procedures**

a. Written or oral examinations must reflect the professional competence expected of the diplomate (B, 9, a).

b. The time between final credentials decisions and the examination date must be sufficient (not less than 120 days) to permit adequate examination preparation (B, 9, b).

c. Candidates must receive a content outline (blueprint) of the exam and exam format prior to the examination (B, 9, d).

d. Candidates should be informed prior to the examination of the passing point, or, if this is not determined in advance, the method of setting the passing point. The passing point may be adjusted lower but not higher after administering the examination (B, 9, e).

e. Personal conflict, or the appearance of conflict, that could affect results of examinations is to be avoided (B, 9, f).

f. Candidates must be notified of their examination results contemporaneously. Regardless of notification method, each candidate who took the examination must be notified of his/her result prior to notifying the general membership. A reasonable time limit must be established (not to exceed 45 days) for sending the results of the examination to candidates (B, 9, g).

g. Candidates who do not successfully complete the examination (including any oral examination) must, upon request, be provided with an explanation of the deficiencies that prevented their passing the examination. This procedure must be published by the RVSVO prior to the examination (B, 9, h).

h. All unsuccessful candidates must be informed of their remaining eligibility and reapplication procedures (B, 9, i).

i. Accommodation of reasonable requests from applicants with documented disabilities for special test considerations in accordance with the Americans with Disabilities Act (ADA) is to be made, as provided in the ABVS Model Language for Request for Special Accommodations for the Certifying Examination (B, 9, j).

Were your current procedures regarding items a-i above reviewed during the most recent ABVS five year review or more recently, and has the RVSO received confirmation from ABVS that there are no issues raised during ABVS review that are unresolved?

YES/NO

Comments:

4. **Appeal of Adverse Decisions**

A formal appeal procedure for candidates in case an adverse decision is appealed is to be established by the RVSO. The appeal procedure must appear in the constitution or bylaws of the organization, and must accompany each application form (B, 11). If a candidate's credentials application is denied and an appeal is filed, the RVSO must review this appeal and inform the candidate of its decision at least 45 days prior to the examination date (B, 9, c). The body within the RVSO reviewing appeals must be distinct from that RVSO's current executive committee, board, or examination and credentialing committees (Appeal Procedures, E)

A. Were your current appeal procedures reviewed during the most recent ABVS five year review or more recently, and has the RVSO received confirmation from ABVS that there are no issues raised during ABVS review that are unresolved?

YES/NO

Comments:

B. Is the appeal process decision made by a group that is separate from the group that made the original adverse decision?

YES/NO

Comments:

5. **Recertification and Time-limited Certificates**

If certificates are time-limited (i.e. re-certification is required), is this clearly specified at the time that certificates are issued to new diplomates (B, 10, b)?

YES/NO Is recertification required?

YES/NO If certificates are time-limited, is this clearly specified at the time that certificates are issued to new diplomates?

Comments:

6. **Special Training**

The RVSO is to encourage and implement special training beyond the professional veterinary degree to enhance the ability of candidates to meet certification requirements and to maintain the competence of diplomates (B, 11).

Were your current procedures to encourage and implement special training beyond the professional veterinary degree reviewed during the most recent ABVS five year review or more recently, and has the RVSO received confirmation from ABVS that there are no issues raised during ABVS review that are unresolved?

YES/NO

Comments:

7. **Scope of Activities**

The RVSO is to avoid contracts or agreements leading to activities outside the scope of the stated objectives of the RVSO (B, 13).

Are there contracts or agreements that lead to activities outside the scope of the objectives of the RVSO?

YES/NO

Comments:

8. **Incorporation**

Is the RVSO legally incorporated as a not-for-profit educational organization within a state or district of the United States, and has a determination been made as to the federal tax status of the organization? Groups are encouraged to incorporate and secure tax exemption under section 501(C)(3) or 501 (C) (6) of the Internal Revenue Service code (B, 15).

YES/NO Incorporated as 501 (C) 3

YES/NO Incorporated as 501 (C) 6

YES/NO IRS tax return submitted for most recent tax year

Comments:

Questions 9-22 refer to growth and stability of the RVSO and relationship between the RVSO and the ABVS.

9. **Liability Insurance**

While not a requirement; the ABVS highly recommends that an RVSO carry liability insurance, both Directors and Officers (D&O) and Errors and Omissions (E&O) liability insurance.

YES/NO	Does the RVSO carry NPO Directors and Officers Liability Insurance?
YES/NO	Does the RVSO carry NPO Errors and Omissions Liability Insurance?
Comments:	

10. **Number of Diplomates**

The 'reporting year' for the ABVS annual report ends on the date on which the final decision on the examination results for that year is made.

Number of Diplomates:	Last year	This year
1. New diplomates added		
2. Diplomates lost from active status due to:		
a. Resignation		
b. Expulsion status to:		
i. Emeritus		
ii. Inactive		
iii. Other (explain below)		
3. Total diplomates lost from active status (sum of rows 2a-2b[iii])		
4. Diplomates in following categories:		
a. Active		
b. Emeritus		
c. Honorary		
d. Inactive		
e. Other (explain below)		
5. Total diplomates in all categories (sum of rows 4a-4e)		
Explanation of 'other' in table above:		

11. **Activities of Current Active Diplomates**

11. Number of active diplomates primarily associated with:	
a) Academia	_____
b) Industry	_____
c) Government	_____
d) Practice	_____
e) Other	_____ (Specify 'other')
Comments:	

12. **Current fees and dues**

Annual dues for active diplomates	
Credentialing fee	
Examination fee	
Approved training program registration fee	

13. **Specific Credentialing Requirements**

Require case reports that are reviewed/approved by committee for credentialing or certification?	
Require case logs reviewed/approved by committee for credentialing or certification?	
Require peer-reviewed publication of research and/or investigative studies for credentialing or certification?	
Require peer-reviewed publication of case reports for credentialing or certification?	

14. **Training Programs**

_____	Number of approved 'resident' (i.e. most-time-efficient) training programs.
_____	Number of residents currently in approved training programs.
_____	Number of approved non full-time or alternate pathway training programs.
_____	Number of alternate pathway trainees currently in approved programs.

15. **Complaints and Appeals**

YES/NO Has the RVSO received any complaints about diplomates? If Yes, provide brief comments.

YES/NO Has the RVSO received any appeals against adverse decisions? If Yes, provide brief comments.

_____ Number of complaints
 _____ Number of appeals
 _____ Number of adverse decisions reversed

16. **Notable Events**

Describe notable events of the RVSO in the last 12 months:

17. **Challenges and Problems**

Describe perceived or anticipated challenges or problems for the RVSO, and briefly comment on how the RVSO is responding or planning to respond to them:

18. **Credentialing Information**

The 'reporting year' for the ABVS annual report ends on the most recent date on which the final decision on the examination results was made. Report credential data for a full 12 month cycle.

	Applicant				
	2007	2008	2009	2010	2011
A. Total number of applicants					
B. Number of applicants whose credentials were accepted.					
C. Credentialing percentage (B/A x 100)					

YES/NO Does your RVSO limit the time between credentialing and completion of certification? If yes, what is the time limit?

For the current year, how many of the applicants above (row A) are repeat applicants (re-credentialing)?

- a. Number due to credentials denied?
- b. Number due to credentials expired?



19. **Examination Results**

The 'reporting year' for the ABVS annual report ends on the most recent date on which the final decision on the examination results for that year is made. The reporting year is to include data for a full 12 month cycle for credentials and examination.

Examination Results	2007	2008	2009	2010	2011
Total number of candidates taking exam					
Number successfully completing exam (ie, became diplomates)					
% successful					
% successful on first try					
% successful on second try					
% successful on third or subsequent try					

20. **Questions or comments from previous ABVS review**

YES/NO Has the RVSO received confirmation from ABVS that there are no issues raised during recent ABVS reviews that are unresolved?

Comments

21. **Comments on the ABVS Review Process**

Include comments or suggestions for improvement in the Annual Report and related ABVS processes. The review process is designed to ensure that RVSOs are conducting themselves in accordance with ABVS requirements and other standards developed by professional certification organizations.

22. **Contact Information**

Include names and addresses/telephone numbers/e-mail addresses for Officers, Board Members, Executive Secretary/ Director and ABVS Representative and Alternate.

Name, title and signature of individual completing this form:

ABVS P&P Appendix B